



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DELIVERY VEHICLE DRIVER

Class No. 007516

■ CLASSIFICATION PURPOSE

To drive, load and unload vehicles in the delivery of materials to County facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Incumbents in this class are assigned to drive a truck or van and make deliveries of materials to County facilities. The Delivery Vehicle Driver class is distinguished from the Stores Delivery Driver in that the latter requires a California Class B driver's license. Delivery Vehicle Driver differs from the Equipment Operator class, in that the Equipment Operators work on County maintained roads and operate heavy equipment and light trucks, repair vehicles and/or equipment.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Drives light trucks, pick-ups, vans, and heavy trucks to make deliveries to various county facilities.
2. Picks up materials at vendor sites.
3. Reports vehicle safety and/or mechanical deficiencies and problems.
4. Loads and unloads trucks with county property such as furniture, books, films, medical supplies, equipment and supplies, packaged food items including raw meat and perishables.
5. Performs duties that may require climbing and occasional warehouse and/or storeroom work.
6. Performs routine checks of vehicle's gas, oil, water, and tires prior to departure.
7. Prepares operator's vehicle condition report.
8. Makes minor roadside repairs such as tire changes, light bulb and fuse replacements.
9. Issues supply forms.
10. Checks supplies for count, condition, and identification.
11. Receives and prepares uniforms, linens, and other washables for laundry.
12. Operates mechanical and electrical pallet jacks and hand-trucks to lift, load and move materials.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Motor Vehicle Code.
- Rules of safe vehicle operation.
- Safe and proper lifting techniques.
- Proper loading/unloading practices.
- Map reading techniques.

- Basic arithmetic.
- Simple record keeping.
- Basic first-aid.
- Basic vehicle maintenance and repair requirements.
- Telephone office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operate delivery vehicle and material-handling equipment.
- Understand and follow written and oral instructions in English.
- Keep simple records.
- Perform routine maintenance of truck.
- Perform basic emergency repairs such as tire and fuse replacements.
- Drive defensively and safely.
- Read city/county street maps.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Six (6) months experience driving a vehicle for delivery purposes with a load weighing up to 10,000 pounds; OR,
2. Six (6) months experience driving a passenger bus.

Note: Successful completion of relevant certificate course(s) in commercial vehicle operation may be substituted on a week-per-week basis for up to three (3) months of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: upward and downward flexion of the neck. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level. Hand-eye coordination necessary to operate motor vehicle. Physical strength required to lift, carry and/or handle heavy and/or bulky items weighing up to 70 pounds. Hand-eye coordination necessary to operate motor vehicle.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license is required at time of appointment and must be maintained throughout employment in this class. Some positions require possession of a California Class B driver's license which must be maintained throughout employment in the position.

Working Conditions

May drive in all weather conditions to remote locations of the County.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: November 16, 1976
Revised: September 11, 1992
Reviewed: Spring, 2004
Revised: March 31, 2006

Delivery Vehicle Driver (Class No. 007516)

Union Code: CM

Variable Entry: Y